

Department of the Army
US Army Ordnance Center and Schools
Aberdeen Proving Ground, MD 21005-5201
Redstone Arsenal, AL 35897-6000
18 March 2005

***Ordnance Reg 1-44**

Administration
RESIDENT COURSE CLASS CONDUCT/CANCELLATION

Summary. This regulation prescribes procedures and establishes responsibilities for initiating and processing resident course class conduct/cancellation.

Applicability. This regulation applies to all elements of the US Army Ordnance Center and Schools (USAOC&S).

Suggested Improvement. The proponents of this regulation are the Directorate of Instruction (DOI), US Army Ordnance Mechanical Maintenance School (OMMS) and the DOI, US Army Ordnance Munitions and Electronics Maintenance School (OMEMS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, US Army Ordnance Mechanical Maintenance School, ATTN: ATSD-DI, Aberdeen Proving Ground, MD 21005-5201.

Availability. This regulation is available in electronic media only.

****This regulation supersedes OCS Reg 1-44, dated 12 Jun 91.***

Contents

Purpose.....	1
References	1
Policy	2
Responsibilities	2
Procedures	2
Glossary	4

1. Purpose.

This regulation prescribes procedures and establishes responsibilities for initiating and processing resident course class conduct/cancellation.

2. References.

a. TRADOC Reg 350-70, Systems Approach to Training Management, Processes, and Products.

- b. TRADOC Reg 351-10, Institutional Leader Education and Training.

3. Policy.

a. The Chief of Ordnance will be notified before cancellation of any Army Training Requirements and Resources Systems (ATRRS) scheduled class with enrolled students. The School Commander will inform the Chief of Ordnance of intent to cancel the class. Upon approval from the Chief of Ordnance, the school will request approval from Headquarters (HQ), US Army Training and Doctrine Command (TRADOC).

b. School Commanders will review all requests to conduct classes below minimum class size, to cancel classes below minimum fill on report, and to cancel classes due to a training resource constraint.

c. Every effort will be made to adhere to optimum class size. The School Commander must approve deviations from this policy.

d. When a class is cancelled or input constrained, no disposition of the remaining students will be made until guidance is received from the Major Army Command (MACOM), Human Resource Command (HRC), or TRADOC.

4. Responsibilities.

- a. Brigades and Training Department(s) will--

- (1) Maintain a continuous and up-to-date accounting by course number of all classifications of students who are on hand to begin course instruction.

- (2) Review on-hand student input and minimum/maximum student input and make recommendations to conduct, constrain input or cancel respective classes. Recommendations should be made to the DOI to forward to the School Commander.

- b. The DOI Training Management Division (TMD) will--

- (1) Coordinate resident course conduct/cancellation activities between various appropriate USAOC&S elements, including Command Group and HQ TRADOC.

- (2) Recommend conduct/cancellation to the DOI to forward to the School Commander.

- c. The School Commander will--

- (1) Review the recommendations from DOI and decide what action is to be taken.

- (2) Notify DOI of decision for final coordination with TRADOC through the ATRRS.

5. Procedures.

a. Prior to 0800 of the first duty day following each class report date, each company will contact the Ordnance Brigade and provide an accurate accounting of students who have arrived at the post to begin resident course instruction. The student accounting will be listed by course and class number. All student classifications must be identified in this listing. Prior to 0830 of the same day, the Ordnance Brigade will contact Academic Records by telephone and provide the following information:

(1) Course number.

(2) Class number.

(3) Total number of students.

(4) Number of students in each classification, i.e., four Active Army; one Army Reserve (USAR); one Army National Guard (ARNG); two Allied.

b. When the number of students who have reported for a given class is less than the Program of Instruction (POI) minimum, the training department will make a recommendation whether or not to conduct the class. Recommendations should be made to the DOI TMD. If the class is to be canceled, all students will be placed in a hold status until the next available class. If the training department recommends conducting class with less than minimum class size, the Training Department must submit a request for wavier through TMD through the DOI to the School Commander.

c. When the number of students who have reported for a given class is less than the published student minimum but the number includes members of allied services, the company will ensure the class will be conducted.

d. When Reserve or National Guard component students are included in a class, which will be postponed or canceled, the training department will notify the USAR and ARNG Liaison Office as soon as possible. The USAR and ARNG advisors will coordinate with appropriate elements to determine the disposition of USAR/ARNG students.

e. The DOI will review all recommendations to constrain input or cancel class and forward to the School Commander.

f. When the number of students who have reported for a given class exceeds the published student maximum, the company will give priority to Reserve and National Guard Soldiers and put on hold Active Army Soldiers until the next available class. If the overbooking occurs in an Advanced Noncommissioned Officer Course (ANCOC)/Basic Noncommissioned Officer Course (BNCOC) class, the training department will notify DOI. DOI will coordinate ANCOC/BNCOC overbooking with HQ TRADOC in accordance with TRADOC Overbooking SOPs I-II dated 18 May 95.

g. Upon the School Commander's decision, the DOI TMD will notify the appropriate academic training department(s).

h. The DOI TMD will initiate the request to HQ TRADOC for class cancellation. The

request will be accomplished by telephone with an electronic message to follow.

i. DOI will advise the appropriate course manager to take any necessary action based on TRADOC's decision.

j. Battalions will effect the necessary coordination with the Military Personnel Office (MILPO).

k. Appropriate entries will be entered into ATRRS and into the Automated Instructional Management System (AIMS) by the DOI TMD and the Academic Records.

l. Extraordinary situations. Circumstances concerning possible resident course class cancellations, which are not covered in this regulation, will be referred to DOI for guidance.

Glossary

AIMS

Automated Instructional Management System

ANCOC

Advanced Noncommissioned Officer Course

ARNG

Army National Guard

ATRRS

Army Training Requirements and Resources Systems

BNCOC

Basic Noncommissioned Officer Course

DOI

Directorate of Instruction

HQ

Headquarters

HRC

Human Resource Command

MACOM

Major Army Command

MILPO

Military Personnel Office

OMEMS

US Army Ordnance Munitions and Electronics Maintenance School

OMMS

US Army Ordnance Mechanical Maintenance School

POI

Program of Instruction

TMD

Training Management Division

TRADOC

US Army Training and Doctrine Command

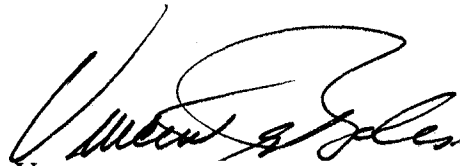
USAOC&S

US Army Ordnance Center and Schools

USAR

US Army Reserve

(ATSD-DI)



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